

A.D. 10.18, Food Services - Prepared for signature 4/13/99 - effective 5/17/99

1. Policy. Department facilities shall serve nutritious meals in a cost effective manner while maintaining high levels of security, safety and sanitation. The quality of food services shall be maintained at the highest level and subject to an inspection and reporting program.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81 and 19a-36.
 - B. Regulations of Connecticut State Agencies, Section 19-13-B42.
 - C. Public Health Code Regulations, Sections 19-13-B42 and 19-13-B77.
 - D. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-4C-01.
 - E. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-2E-06 through 3-ALDF-2E-08, 3-ALDF-4C-01 through 3-ALDF-4C-08.
 - F. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4294 through 3-4309.
 - G. American Correctional Association, Correctional Standards Supplement, January 1998, Standards 3-4306 and 3-ALDF-4C-4C.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Common Fare. A diet which meets all nutritional requirements and reasonably accommodate recognized religious dietary restrictions.
 - B. Master Menu. A 28 day menu cycle set up to meet or exceed the Recommended Dietary Allowance (RDA) for kilocalories, protein, carbohydrate, potassium, iron, vitamin A, vitamin C, vitamin D, thiamin, riboflavin, niacin, folate, vitamin B-12 and calcium for all populations assessed.
 - C. Registered Dietician. A person who meets requirements for membership in the American Dietetic Association, has successfully completed the examination for registration and maintains continuing education requirements.
 - D. Therapeutic Diet. A diet specially prescribed by a physician for medical reasons.
4. Administrative Responsibilities.
 - A. Director of Food Services. The Director of Food Services shall develop, coordinate and audit the food service function for the Department, and shall provide technical supervision to each facility. The Director of Food Services shall directly supervise the Food Production Manager and District Managers.
 - B. District Food Service Manager. The district managers shall supervise and oversee the facilities assigned, conduct quarterly Food Service Audits, Quarterly Inventory Audits, review all facility purchase, monitor and schedule training for staff, conduct counseling and disciplinary action, monitor and maintain a reasonable food cost, oversee the Food Service staff and staff cost, maintain cleanliness and sanitation, shall complete any necessary reports, implement the master menu and therapeutic diets. The District Managers report to the Director of Food Services, and consult with the Complex Wardens on matters pertaining to the facility food service functions and shall report through the chain of command on matters pertaining to the daily food service operation.
 - C. Production Manager. The manager shall supervise the daily

operation of the production kitchen, overseeing the food and operational cost, shall monitor and maintain equipment (preventative maintenance), shall maintain cleanliness and sanitation, shall oversee the training of staff, shall complete any necessary reports, shall consult with the Director of Food Service on matters pertaining to the food service function and shall report through the chain of command on matters pertaining to the daily food service operation.

- D. Lead Supervisors. Each facility with on-site food preparation shall have a Food Service Supervisor who shall supervise the food service operation of the facility. They will be responsible for the daily operation of the facility's kitchen and all related reports, (food cost, etc.).

5. Menu Planning.

- A. Master Menu. The Master Menu is developed by the Production Manager with the input from the District Managers and Lead Food Service Supervisors. The Master Menu shall be approved by the Director of Food Services and a Registered Dietitian.
- B. Master Menu Planning Criteria. The production kitchen shall prepare menus considering nutritional adequacy, inmate preferences, costs, physical lay out, cost equipment and staff complement, variety in method of preparation and frequency and other relevant factors to good dietary practice. Preparation shall consider food flavor, texture, temperature, appearance, and palatability.
- C. Common Fare. Each facility shall establish a common fare program. The program shall accommodate an inmate who has religious dietary needs which cannot be met with the Master Menu. The Common Fare Menu shall be a 28 day menu cycle determined to be nutritionally adequate. Each facility shall establish policies and procedures regarding the application for and removal from the common fare program, inmates in special housing, hospital, record keeping costs and program assessment.
- D. Menu Adjustments. Each facility must have approval for any adjustments to the Master Menu from the Director of Food Services. All food preparation must follow standard recipes as developed by the Director of Food Services.

- 6. Security. The food preparation, serving, and dining areas shall be maintained at a high level of security. Staff shall be trained in security regulations prior to assignment.

- 7. Cycle Menu. The Department shall operate on a four (4) week cycle menu which shall be distributed eight (8) weeks in advance of actual use to facilitate the ordering of food and supplies and to assure a continuity of supplies.

- 8. Therapeutic Diets. The Therapeutic Dietary requirements as prescribed by the facility physician shall be produced according to the Therapeutic Diet Master Production Manual.

- 9. Sanitation. Food preparation, serving and dining areas shall be maintained at a high level of cleanliness and inspected for cleanliness before and after each meal. Persons involved in food preparation and serving shall maintain a high level of personal cleanliness, wear protective gear over the head and hands, be trained in appropriate sanitary regulations prior to assignment, and wash their hands at the start of each shift, throughout the shift as needed and upon any use of toilet facilities.

- 10. Food Service Requirements. Food service requirements shall be followed

in accordance with the Public Health Code. Portion controls shall be according to the Master Menu requirements. The time and temperature differences between food preparation and service shall be kept within the guidelines for safe food handling procedures in accordance with the Food Service Audit, Attachment A. All inmates shall be served the regular menu with the only exceptions being those authorized for therapeutic diets or common fare menu. Except for emergencies or as approved in writing by the Deputy Commissioner of Facility Operations, three (3) meals shall be served in each 24 hour period of which at least one (1) meal shall contain a hot entree. Not more than 14 hours shall elapse between the evening meal and breakfast.

11. Meal Records. Upon the conclusion of each meal, the Food Service Report to the Warden, Attachment B, shall be submitted to the Unit Administrator. The Food Service Worksheet, Attachment C, shall be used to maintain accurate records of all meals served and production needs. The Lead Food Service Supervisors shall assume the responsibility of assuring that the Food Service Worksheet, Attachment C, is properly prepared and recorded. The Food Service Quality Assurance form, Attachment D, shall be completed and transmitted via facsimile machine to the Deputy Commissioner of Facility Operations for each meal.
12. Food Service Audits. The District Food Service Manager shall perform a quarterly food service audit at each facility assigned to the manager. The food service audit shall include the following audit sections: dining area, service lines, production areas, food storage, dishwashing, menus and administration. The Facility Administrator in conjunction with the Lead Food Service Supervisor shall be responsible for correcting any deficiencies noted in the audit.
13. Formal Inspections. Food service personnel shall conduct weekly inspections of dining halls, kitchens, bakeries, and storerooms for compliance with all sanitary and safety food service requirements in accordance with the Food Service Audit, Attachment A. The Facility Administrator or designee shall conduct monthly inspections of all food service areas in accordance with the Food Service Audit, Attachment A.
14. Inventory Control. The Lead Food Service Supervisor will maintain and monitor a food inventory necessary for the daily operation of the food service department. Once a month, an inventory will be conducted and accumulation of receipts tallied to derive a food cost. Requisition forms shall be completed to assure accountability of food leaving the kitchen, aside from the normal use for production. Cost shall be derived as follows: Beginning Inventory + Month Receipts - Requisition Forms - Ending Inventory divided by Inmate Population (meal days) = Actual Meal Cost Per Inmate.
15. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.

**ATTACHMENT C
FOOD SERVICE WORK SHEET**

Weather _____

Date _____

	MENU	QTY TO PREPARE	FOOD TEMP.	INSTRUCTIONS	LEFT OVER Disposition	SHORT Substitution	INSPECTION & REMARKS
B R E A K F A S T							Storehouse
							Refrigerators
							Prep Area
							Scullery
							Dining Rooms
							Staff Dining
							Dishwasher
							Wash Rinse
							Duty Chef
L U N C H							
							Duty Chef
D I N N E R							
							Duty Chef

Actual # Served:

Breakfast _____

Lunch _____

Dinner _____

ATTACHMENT B
FOOD SERVICE REPORT TO THE WARDEN

FACILITY _____ DATE _____

MEAL: ____ Breakfast ____ Lunch ____ Dinner

FOOD ITEMS SERVED:

NOTE ANY MENU DEVIATIONS:

	EXCELLENT	GOOD	AVERAGE	POOR
FOOD QUANTITY				
FOOD QUALITY				
FOOD TEMPERATURE				
FOOD APPEARANCE/TEXTURE				
FOOD TASTE/PALATABILITY				
CLEANLINESS OF DINNERWARE				
CLEANLINESS/APPEARANCE OF SERVERS				

COMMENTS ON THE MEAL:

SIGNATURE _____ TITLE _____

REV 3/3/99

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DATE: _____

PAGE ____ of ____

MEAL: B L D

CYCLE 1 2 3 4

PRODUCT #5 _____
 Excellent Good Satisfactory Unsatisfactory

COMMENTS:

MEAL: B L D

CYCLE 1 2 3 4

PRODUCT #6 _____
 Excellent Good Satisfactory Unsatisfactory

COMMENTS:

MEAL: B L D

CYCLE 1 2 3 4

PRODUCT #7 _____
 Excellent Good Satisfactory Unsatisfactory

COMMENTS:

MEAL: B L D

CYCLE 1 2 3 4

PRODUCT #8 _____
 Excellent Good Satisfactory Unsatisfactory

COMMENTS:

FAX completed form to 860.692.7873 on a daily basis. If no Production Items were used, please note.